

Business and Admin Support Officer

Salary: £20,000 to £24,000 pro rata – 15 hours per week

Overall Purpose:
To provide business operations and administration support to the Board and Team in order to develop our processes and systems for being an efficient, effective and impactful organisation.
Reports to:
CEO
Main Relationships:
The Active Partnerships National Board and Team, business support teams within Active Partnerships and Sport England.
Expected Impact and outcomes:
The business operations and administration of the organisation are strong, efficient and effective, supported by solutions that improve relevant processes and systems. Staff are effectively supported with their administration requirements enabling them to be impactful in their roles.
Main Actions
<p>Supporting the team</p> <ul style="list-style-type: none"> • Recommend and implement improvements that will make the organisation more efficient and effective. • Manage incoming general correspondence to the organisation. • Support with administration tasks around meetings, events and projects. • Develop and maintain online filing and databases for the organisation. • Develop and maintain information sharing and communication platforms and systems. • Book venues and manage logistics for external meetings. <p>Supporting the Board</p> <ul style="list-style-type: none"> • Undertake minute taking and other administration duties in support of Board meetings and wider board business as needed. • Book venues and manage logistics for external meetings. <p>Financial operations</p> <ul style="list-style-type: none"> • Raise purchase orders for products and services and ensure adequate checks are in place. • Deal with enquiries on purchase orders and payments. • Process invoices for payment. <p>General</p> <ul style="list-style-type: none"> • Be a supportive team member, working within the values of the organisation. • Join team meetings and support the ongoing learning and development of the team. • Build relationships with business support colleagues across Active Partnerships and Sport England to inform organisation development.

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Skills, values and behaviours
<ul style="list-style-type: none">• Ability to work under pressure and to tight timelines.• Excellent personal organisation skills including the ability to balance competing priorities and manage a varied workload within deadlines.• Able to work without close supervision and use own initiative.• Strong attention to detail and analytical skills.• Ability to communicate effectively across all levels of an organisation.• Strong IT skills, including the ability to use Microsoft Teams and Office packages.• A passion for improving lives.